

Use FY05 Funds to Prepay Subscriptions and Other Publications

One of the most frequently asked questions at FEDLINK is “Can I pay for a subscription now, with current fiscal year funds, if it starts next January in the new fiscal year?” The answer is that not only can agencies prepay in this manner, in fact, federal regulations **recommend** such practices (see page 2).

Prepay for Publications

If you are transferring funds near the end of the fiscal year, you must have a list of titles and provide it to the book jobber or subscription agent by September 30, 2005. FEDLINK’s contract office may ask for a copy to ensure compliance with federal acquisitions regulations. You will need to have quotes for the prices for each

title to ensure you are within the authorized funding level. If you order titles by September 30, but later some titles in the order are not available after all, you may substitute titles. Be sure the company can track the order as a substitution for an earlier order, so the invoice shows the correct delivery order number and an order date for the correct fiscal year.

Purchase Online Databases

You may purchase subscriptions to online databases at the end of the fiscal year. You cannot, however, obligate funds in September to pay for searches to be per-

formed and billed as individual transactions in the next fiscal year. Many database providers and aggregators can provide you with quotes for annual subscriptions.

Explore Multi-Year Subscriptions

The Code of Federal Regulations recommends multi-year subscriptions “where such method is advantageous for the purpose of economy or otherwise.” Best practices limit multi-year subscriptions to situations in which the agency receives a reasonable discount, or to core titles that your agency is sure to need. Three years is the maximum recommended. ■

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“Can I pay for a subscription now, with current fiscal year funds, if it starts next January in the new fiscal year?”

...not only can agencies prepay in this manner, in fact, federal regulations recommend such practices.



Agencies Can Make Advance Payment for Publications

Below are several citations for laws, decision and other authorities that can be used to justify making advance payments for publications:

Code of Federal Regulations

31 USC §3324(d)(2), “The head of an agency may pay in advance from appropriations available for the purpose – charges for a publication printed or recorded in any way for the auditory or visual use of the agency.” Electronic publications, e.g. CD-ROM and a database, are held in B-256692 (1995) to “constitute publications for purposes of section 3324(d) as well.” However, equipment to use publications and associated services such as telephone support have been held not to be covered by authorization to prepay for publications, e.g. B-256692 (1995) and B-188166 (1977).

Comptroller General Decision on Subscriptions

Subscriptions may cross fiscal years and may be for more than one year, as explained in Comp.Gen. 326 (1943): “The accounting officers consistently have held that the cost of publications for one year or

less may be charged to the appropriation current when the subscription was ordered, notwithstanding that it may cover deliveries extending into the subsequent year. ... [Current laws] do not specifically limit advance payment for subscriptions to a one-year period, and, therefore, where it is advantageous for the purpose of economy or otherwise to subscribe ... for longer periods, payment therefore may be made from current appropriations otherwise available for such purpose.”

This is also codified in 41 CFR §101-25.108: “Subscriptions ... for which it is known in advance that a continuing requirement exists should be for multiple years rather than for a single year where such method is advantageous for the purpose of economy or otherwise. Where various bureaus or offices in the same agency are subscribing to the same publication, consideration shall be given to consolidating these requirements to the extent practical on an agency-wide basis and on a multiyear basis. Payment covering issues to be delivered during the entire subscription period may be made in advance from currently available appropriations.” ■

Observing OCLC Financial Deadlines Critical

To assure appropriate processing within OCLC’s and federal fiscal years, be sure to observe the following deadlines:

- **September 2, 2005**—Notify the FEDLINK OCLC team by this date if you plan to cancel OCLC services for Fiscal Year 2005.
- **September 2, 2005**—Check your OCLC account balance by this date to make sure you have sufficient funds to cover all FY2005 invoices.
- **September 16, 2005**—Place Local Database Creation orders (also known as “archive tapes”) with FEDLINK. This date may change depending on OCLC’s workload. Ordering early is the best choice but also verify your funds before submitting an order. (NOTE: OCLC bills when the data is pulled, not when the order is received.) Call or email the FEDLINK OCLC team to receive a record count and cost estimate to be sure your funding is accurate.
- **September 23, 2005**—Fax orders for other OCLC products and services. Call the FEDLINK OCLC

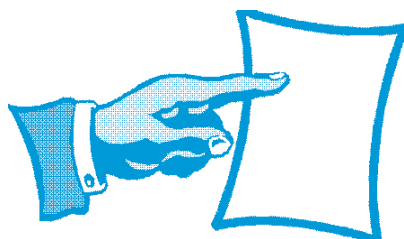
OCLC Orders:

To process OCLC orders, use OCLC’s Web page at <http://www.oclc.org/support/forms/> or fax orders to FEDLINK at 202-707-4873.

If you have any inquiries or requests, please contact the OCLC team by email at askocfno@loc.gov or by phone at 202-707-4800.

team to verify they have received your order and have time to process it. **FEDLINK cannot guarantee that OCLC will process orders received at OCLC after September 23, 2005 in time for FY2005 billing.**

- **Early September**—Register for FY2006 OCLC Services. For information on your account, please call the FEDLINK Fiscal Hotline at (202) 707-4900. ■



This Just In...

Tutor.Com, Inc. Offers Virtual Reference Services

Tutor.Com, one of FEDLINK's newest vendors, provides one-to-one learning and information services. Tutor.com's suite of services allows students of all ages and seekers of information to connect for one-to-one real-time help from professional subject experts and librarians.

Their Virtual Reference Services and Virtual Reference Toolkit^(tm) makes professional reference and search services via the Web available to library patrons anytime, enabling libraries to extend the high quality, personalized services traditionally offered only at the physical reference desk. Librarians by Request^(tm), a complementary service, is staffed by librarians who assist in overflow and with after-hours reference support, connecting patrons with answers anytime, any day, and from anywhere patrons have access to the Internet.

Available as a Transfer Pay or Direct Express service (BOA#-LOC05C-7070). Visit their Web site at <http://www.tutor.com>, or call Tutor.com's Jacklyn Karceski at (212) 528-3101 (extension X248) or send email to jkarceski@tutor.com.



Commerce Clearing House Available Via FEDLINK

Commerce Clearing House (CCH), returns as FEDLINK vendor to offer electronic legal research and information retrieval service for tax law research and financial and estate planning applications in Internet, CD-based and print formats. CCH's focus is federal and state taxation, financial services, insurance services, the legal professional and business compliance.

Among many products, the *CCH News* provides summaries of federal and state tax developments reflected in CCH's *Tax Day Report* and the Federal Taxes Library contains electronic and print versions of the following CCH publications: *Standard Federal Tax Reporter*, *Federal Estate and Gift Tax and Federal Excise Tax Reporter*, *Tax Transactions Library*, IRS publications and manuals. The library also contains the full texts of the current IRS code, court decisions from 1913 - present, IRS rulings and Cumulative Bulletin Documents.

The latest addition of the Federal Tax Library is available on a yearly subscription basis. Federal Tax Archives Library, containing the IRS code and other explanatory tax materials, the State Taxes Library, which includes electronic versions of previous editions of the *CCH State Tax Reporter* and full text of state tax laws, and many current CCH Internet databases can also be purchased in CD-ROM fixed media formats including the Federal Acquisitions Regulations (FAR and DFAR).

For specific details on all of CCH's internet/CD/print offerings available under FEDLINK's Transfer Pay or Direct Express, visit the CCH Web site at <http://www.cch.com> or contact Holly Jacobs at (800) 915-2877 or holly.jacobs@cch.com.



FEDLINK Welcomes GalleryWatch.com

GalleryWatch.com offers a wide variety of real-time legislative information and news through technology that effectively customizes, communicates and collaborates this information. Their product offerings include Legislative Information Management Services, USBudget News Service^(tm), USBudget and Appropriations Service, Legislative Research Service, Legislative Tracking & Notification Service, Agency Tracking & Notification Service, Instant e-mail & pager Alerts, GW News, VIP (Voting Information Plus), National Journal, and Committee Transcripts. Also available on DVD-ROM is Penny Hill Press which has access to all numbered Congressional Research Service (CRS) documents and Electronic Briefing Books.

To learn more about GalleryWatch.com products, available via FEDLINK's Transfer Pay or Direct Express, contact Arnold Thomas, the GalleryWatch.com representative at (202)546-9770 or arniet@gallerywatch.com. ■



OCLC Implements Changes to Batch Processing Services

OCLC Batchloading, among other things, has been greatly improved as a result of the re-implementation of the WorldCat late last year. Batch processes are now nearly entirely automated and have much faster turnaround. Please note two new developments:

- As of July 1, 2005, OCLC will process a one-time retrospective or reclamation project for any OCLC library, as long as the library does ongoing cataloging on OCLC (either via online or ongoing batchloading). This is a great way to get your holdings up to date in WorldCat.
- Also as of July 1, 2005, OCLC will no longer process derived search keys (e.g., search keys based on titles and authors). However, OCLC will continue to process unique/numeric search keys (OCLC Control number, LCCN, ISBN, and ISSN) through the batchload service. If you have been submitting files of unique keys to either delete holdings or set holdings, you may continue to do so.

Batch processing users will want to refer to the recently revised concise batch processing guide, found at this URL:

http://www.oclc.org/support/documentation/batchprocessing/using/concise_guide/default.htm.

For more information about OCLC batch processing, please contact Anne Harrison at FEDLINK: 202-707-4834; anha@loc.gov.

FirstSearch Union Lists of Periodicals Database Replaced

We are pleased to announce that new indexes and a new subfield for indicating library holdings are now available in the WorldCat database on FirstSearch.

The separate FirstSearch Union Lists of Periodicals database will be removed from the service.

The new indexes replicate the functionality provided by the separate FirstSearch Union Lists of Periodicals database on FirstSearch.

Consequently, OCLC will no longer be updating the Union Lists of Periodicals database and will discontinue offering it on FirstSearch effective Sunday, June 12, 2005. The database was last updated on its regular semi-annual update date of August 21, 2004.

The information on the new indexes is provided in the documentation for the WorldCat database.

The new indexes in WorldCat are:

Local Holdings - present

Local Holdings - by city

Local Holdings - by state/province

Local Holdings - by institution symbol

Local Holdings - by 4-character local holding symbol

Local Holdings - by groups

We encourage users of the current Union Lists of Periodicals database to begin using WorldCat on FirstSearch to search for current local holdings information. The local holdings data in WorldCat is updated daily and these new WorldCat local holdings indexes can be combined with any other WorldCat indexes to provide more efficient search capabilities.

Also a new MARC subfield has been added to the full MARC display of records. Now the 947\$3 indicates if the library symbol related to the FirstSearch authorization number holds this item in WorldCat, with "Y" as yes and "N" as no.

Please contact FEDLINK with questions about the OCLC FirstSearch service by calling Georgette Harris at (202) 707-4850 or email her at gharris@loc.gov.

Note: This announcement pertains to the availability of local holdings information in the WorldCat database on the OCLC FirstSearch service. It does not impact the Union List service in any manner. OCLC

Please Note:

Subscribe to OCLCFED,
the FEDLINK OCLC listserv:
Send message
*subscribe oclcfed yourfirstname
yourlastname*
to listserv@loc.gov
and confirm within 48 hours.

Questions:

Call a FEDLINK OCLC Information
Specialist at (202) 707-4848
or email us at askocfno@loc.gov

Reminder:

OCLC is on the World Wide Web at
<http://www.oclc.org>

is committed to continuing the Union List Service and will provide you with additional information on its migration soon.

OCLC Launches “Ask a Librarian” Pilot in Open WorldCat

OCLC has implemented a pilot project within the Open WorldCat program that allows Web searchers to submit questions to librarians through online reference services of OCLC member libraries. The pilot builds on the Open WorldCat program, which makes records of library-owned materials in WorldCat more visible and accessible to Web users through popular Internet search sites.

The reference pilot will connect Web searchers to librarians much like Open WorldCat is connecting Web searchers to

library collections. Once searchers enter a postal code or other geographic identifier and receives Open WorldCat results listing nearby libraries that hold the item they’re looking for, those libraries that offer online reference service display a

question-mark icon. Clicking the icon connects a searcher to that library’s Web form where he can submit a reference question.

All libraries using the OCLC QuestionPoint platform, the virtual reference service supported by a network of cooperating libraries worldwide, are included in the pilot. The pilot also includes approximately 150 other libraries that run virtual reference desks on other platforms and have provided reference links to OCLC.

“A significant number of reference questions come in to OCLC from Open WorldCat users through the Comment form in the service,” said Chip Nilges, Executive Director, OCLC WorldCat Content & Global Access. “OCLC has been responding to these questions through the QuestionPoint service, or through our own corporate library. With this pilot in place, dedicated ‘Ask a Librarian’ links will allow users to interact directly with information specialists at a library near them.”

The reference service pilot will last at least six months. If it is successful, OCLC will consider expanding this reference service option to other online reference services in libraries around the world.

Catalog Card Profile Options: *How to stop receiving unwanted cards*

OCLC recently completed a survey with a sample of libraries that receive OCLC catalog cards.

One discovery was that some libraries are receiving cards only because they accidentally “Produce” instead of “Update” on a record. Did you know that to prevent this from happening you can change your OCLC profile to a “No Cards” option? Then, if you accidentally “Produce,” you will not receive unwanted cards.

Are you still receiving cards because you are subscribed to receive Accessions Lists and you must “Produce” on records in order for them to appear on your list? In this case, the “No Cards”

Note:

**OCLC’s Collection Analysis Service
(described in *FEDLINK Technical Notes*,
January/February 2005, p. 4)
is now available.**

**For more information, including pricing,
please contact Anne Harrison at FEDLINK:
202-707-4834; anha@loc.gov.**

profile option will be of interest if you no longer wish to receive catalog cards.

Or do you want to receive only a shelf list card only instead of a full set? This is another profile option that is available to you.

Finally, do you only occasionally want to produce cards? If you are using Connexion client, you can remove the Produce icon from the toolbar so that you don’t select it accidentally. Then use the menu or function keys when you want cards. (This hint provided by Susan Lewis, Missouri Library Network Corporation.)

For catalog card profile changes, please contact Anne Harrison at FEDLINK: 202-707-4834; anha@loc.gov. ■

FLICC/FEDLINK CALENDAR KEY

¹ **FEDLINK TRAINING CLASS:** REGISTRATION IS MANDATORY. CALL (202) 707-4848.

² **THE FEDLINK TRAINING ROOM** IS LOCATED AT THE LIBRARY OF CONGRESS, ADAMS BLDG., ROOM 216, 2ND ST. AND INDEPENDENCE AVE. SE, WASHINGTON, D.C.

³ **FLICC EDUCATIONAL PROGRAM:** REGISTRATION IS MANDATORY. CALL (202) 707-4800, UNLESS INSTRUCTED OTHERWISE IN THE CALENDAR LISTING.

⁴ **PREREQUISITES FOLLOW:**

- **ALTERNATIVE WEB**—PREREQUISITE: FINDING IT: INTRODUCTION TO RESEARCH ON THE WORLD WIDE WEB OR EXPERIENCE SEARCHING.
- **CONNEXION BROWSER FOR CURRENT OCLC CATALOGERS**—PREREQUISITE: SEARCHING THE WORLDCAT FOR CATALOGING; COPY CATALOGING ON OCLC; KNOWLEDGE OF CATALOGING AND THE MARC FORMAT; EXPERIENCE USING INTERNET EXPLORER OR NETSCAPE.
- **COPY CATALOGING ON OCLC**—PREREQUISITE: SEARCHING WORLDCAT FOR CATALOGING.
- **FINDING IT ON THE WEB**—EXPERIENCE USING THE WORLD WIDE WEB.
- **WORLDCAT RESOURCE SHARING STAFF VIEW**—INTRODUCTION TO SEARCHING AND ADMINISTERING FIRSTSEARCH AND SEARCHING WORLDCAT FOR CATALOGING.

⁵ **NO PRINT NOTICE WILL BE ISSUED.**

FOR INFORMATION ON COURSES NOT APPEARING IN THIS EDITION OF THE CALENDAR, VISIT THE FLICC/FEDLINK WEB SITE AT [HTTP://WWW.LOC.GOV/FLICC](http://www.loc.gov/flicc).

REQUEST ADA ACCOMMODATIONS FIVE BUSINESS DAYS IN ADVANCE AT (202) 707-6362 TTY OR ADA@LOC.GOV.

Reminder: Cancellations for FLICC Educational Programs must be called into the FLICC office at (202-707-4800) 48 hours prior to the start of an educational program or the full fee will be charged.

AUGUST

- 17 WORLDCAT RESOURCE SHARING STAFF VIEW¹**
9:00AM - 4:00PM
FEDLINK TRAINING ROOM²
\$125—PREREQUISITE REQUIRED
- 18-20 OUTSELL'S GET READY TO GO!**
LEESBURG, VA
\$450 FEDLINK MEMBERS REGISTER ONLINE
AT [HTTP://WWW.OUTSELLINC.COM/GO/REGISTER.HTM](http://WWW.OUTSELLINC.COM/GO/REGISTER.HTM)
- 22 SEARCHING WORLDCAT FOR CATALOGING¹**
9:00AM - 4:00PM
FEDLINK TRAINING ROOM²
\$125
- 23 CONNEXION BROWSER FOR CURRENT OCLC CATALOGERS¹**
9:00AM - 4:00PM
FEDLINK TRAINING ROOM²
\$125—PREREQUISITE REQUIRED
- 24 FEDLINK VENDOR BRIEFING: DIALOG⁵**
9:30AM - 11:30AM OR 1:30PM - 3:30PM
FEDLINK TRAINING ROOM²
FREE—REGISTRATION REQUIRED
- 25 FLICC DC/SLA BROWN BAG TAKING THE STING OUT OF STATISTICS³**
12:00NOON - 3:15PM
MUMFORD ROOM-6TH FLOOR-MADISON BLDG
LIBRARY OF CONGRESS
FREE—REGISTRATION REQUIRED

Bring Your Lunch!

SEPTEMBER

- 7 INTRODUCTION TO SEARCHING AND ADMINISTERING FIRSTSEARCH¹**
9:00AM - 4:00PM
FEDLINK TRAINING ROOM²
\$125
- 8 CONNEXION CLIENT FOR CURRENT OCLC CATALOGERS¹**
9:00AM - 4:00PM
FEDLINK TRAINING ROOM²
\$125—PREREQUISITE REQUIRED
- 13 FEDLINK VENDOR BRIEFING: GALE⁵**
9:30AM - 11:30AM OR 1:30PM - 3:30PM
FEDLINK TRAINING ROOM²
FREE—REGISTRATION REQUIRED
- 14 FEDLINK VENDOR BRIEFING: DIALOG⁵**
TIMES TO BE DETERMINED
FEDLINK TRAINING ROOM²
FREE—REGISTRATION REQUIRED

- 14** 2005 CONTENT MANAGEMENT UPDATE
THE FUTURE OF THE FEDERAL LIBRARY³
9:00AM - 4:00PM
MUMFORD ROOM—6TH FLOOR
MADISON BLDG—LIBRARY OF CONGRESS
\$95—REGISTRATION REQUIRED
- 19** **SEARCHING WORLDCAT FOR
RESOURCE SHARING¹**
9:00AM - 4:00PM
FEDLINK TRAINING ROOM²
\$125
- 21** **WORLDCAT RESOURCE SHARING
STAFF VIEW¹**
9:00AM - 4:00PM
FEDLINK TRAINING ROOM²
\$125—PREREQUISITE REQUIRED
- 22-23** **COPY CATALOGING ON OCLC¹**
1 & 1/2 DAYS
9/22—9:00AM - 4:00PM
9/23—9:00AM - 12:00NOON
FEDLINK TRAINING ROOM²
\$175—PREREQUISITE REQUIRED⁴
- 27** **ALTERNATIVE WEB¹**
9:00AM - 4:00PM
FEDLINK TRAINING ROOM²
\$125—PREREQUISITE REQUIRED⁴
- 28-29** **BOOK BLITZ II³**
9:00AM - 4:00PM
DINING ROOM A—LIBRARY OF CONGRESS
\$200—REGISTRATION REQUIRED

OCTOBER

- 11** **FEDLINK VENDOR BRIEFING:
GALE⁵**
9:30AM - 11:30AM OR 1:30PM - 3:30PM
FEDLINK TRAINING ROOM²
FREE—REGISTRATION REQUIRED



The FEDLINK Fiscal Hotline Is Always Ready To Help

FEDLINK Fiscal Hotline staffers can help members log into online registration, supply passwords, work through online forms and review FEDLINK policies. Members should call the hotline for any questions about online registration, account management, or transfer and direct pay accounts. Please call the FEDLINK Fiscal Hotline at (202) 707-4900 or send email to fliccffo@loc.gov for any account questions.

Join the Federal Librarians' Discussion (FEDLIB) Listserv!

Trying to keep up on the latest initiatives, opportunities, and challenges for federal libraries and information centers can be overwhelming! Join FLICC's FEDLIB listserv and you can keep track of:

- federal library management,
- the latest issues and policy concerns,
- FEDLINK program updates and meeting announcements,
- personnel and training opportunities,
- federal job offers and much more!

Post your own messages when you want feedback from your colleagues or have news to share with the federal library community.

It is easy to subscribe with these easy steps:

1. Send an email message to:
LISTSERV@LOC.GOV
2. In the Subject of the message enter:
SUBSCRIBE FEDLIB
3. In the text of message enter: **SUBSCRIBE
FEDLIB FIRSTNAME LASTNAME**
(Please use your real first and last names.)
4. Send your email!

You will receive a welcome message asking you to confirm your subscription within minutes of subscribing. Be sure to respond to this message within 24 hours to start your FEDLIB subscription!

Editorial Staff

FEDLINK Technical Notes is published by the Federal Library and Information Center Committee. Send suggestions of areas for FLICC attention or for inclusion in FEDLINK Technical Notes to:

FEDLINK Technical Notes

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FLICC was established in 1965 (as the Federal Library Committee) by the Library of Congress and the Bureau of the Budget for the purpose of concentrating the intellectual resources of the federal library and related information community. FLICC's mission is to foster excellence in federal library and information services through interagency cooperation and to provide guidance and direction for the Federal Library and Information Network (FEDLINK).



Web Citings

Stay on Top of Content Management Trends

FLICC's Content Management Working Group has just released two newly redesigned resources pages to help information professionals stay current with trends and technology in content management.

The working group's main page, <http://www.loc.gov/flicc/wgcm.html>, features both the programs and resources the working group is developing.

In addition to a topical list of resources, the working groups had all of its latest education programs taped for the Web. With more than a dozen online videos of recent programs also available, Web page visitors are just a click

away from watching a definitive review of all the latest content management topics.

The working group also contributed to the Content Management Section of FLICC's Federal Library Resources Web page. Visitors to the site at <http://www.loc.gov/flicc/cm.html> will find a variety of links on issues like e-government, institutional repositories, open URLs, RSS and taxonomies.

For more information on the Content Management Working Group, please contact Anna Bohlin, the FEDLINK liaison at (202) 707-4822 or aboh@loc.gov. ■

**LIBRARY OF CONGRESS
FEDERAL LIBRARY AND INFORMATION
CENTER COMMITTEE
FEDLINK**

101 Independence Avenue, SE
WASHINGTON, D.C. 20540-4935

Official Business
Penalty for Private Use \$300

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POSTAGE & FEES PAID
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WASHINGTON, D.C.
PERMIT NO. G-103

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